

**UNITED STATES DISTRICT COURT  
U.S. Probation Office  
Western District of North Carolina**

**JOB OPPORTUNITY  
VACANCY ANNOUNCEMENT: 05-01**

**Position Title:** Receptionist/Officer Support Specialist (Clerical)

**Salary Range:** CL 23 (Salary Range: \$27,312 - \$44,405) Promotion Potential: CL 24  
Commensurate with qualifications and experience

**Type of Appointment:** Full time, permanent

**Position Location:** Charlotte

**Closing Date:** February 10, 2005

**Area of Consideration:** Open to All Sources (Travel/relocation expenses will not be provided)

The U.S. Probation Office in Charlotte is seeking qualified applicants for the permanent full-time position of Receptionist/Officer Support Specialist. This position provides clerical and technical support and services for the office and officers.

**Duties and Responsibilities**

Incumbent serves as the receptionist and primary point of contact for the headquarters office and as such must be professional and courteous when dealing with the public and employees of the court. Incumbent will perform general phone reception and clerical duties; use a personal computer (i.e., Word Perfect, PACTS); maintain daily logs and office communication systems; ensure staff is kept apprised of messages and visitors; and other administrative duties as assigned.

**Qualification Requirements**

High school diploma/GED is required; two year degree or higher preferred. Two years of clerical experience and computer knowledge required. Must be responsible, tactful and possess the ability to work harmoniously with others in a team-oriented work environment. Must possess thorough knowledge of grammatical usage, spelling, punctuation and an exceptional customer service attitude. Ability to maintain confidentiality, communicate effectively, multi-task and work under pressure. Applicant must be citizen of the United States or eligible to work in the U.S.

**Salary and Benefits**

Starting salary of \$26,444 - \$33,071. Electronic Fund Transfer (EFT) for payroll deposit is required. Benefits include paid vacation, sick leave and family leave, flexible benefits program, portable retirement plan with matching contributions and a professional work environment. Newly appointed employees serve a one year probationary period.

**Application Procedures**

Applicants must submit a cover letter and application form (AO 78) to: U.S. Probation Office, ATTN: Personnel Specialist, 200 S. College Street, Suite 1650, Charlotte, NC 28202. Application form (AO 78) is available at [www.ncwd.uscourts.gov](http://www.ncwd.uscourts.gov) or by phone at 704-350-7601. A knowledge/skills/abilities assessment will be conducted at interview. Final candidates are subject to a background check.